EOC Computer Applications Exam
Blueprint Summary Table

Category	% of Questions	Minimum # of Questions	SD Standard	Webb Level
I. Word Processing Software	25 %	3 1 2 4 2 3 15 – total	CA1.1 CA1.2* CA1.2* CA1.3 CA1.4 CA1.5/CA1.6	1 Recall 1 Recall* 2 Skill/Concept* 2 Skill/Concept 2 Skill/Concept 1 Recall
II. Spreadsheet Software	30 %	5 4 5 4 18 – total	CA2.1 CA2.2 CA2.3 CA2.4	1 Recall 2 Skill/Concept 1 Recall 2 Skill/Concept
III. Database Software	30 %	5 1 3 3 3 3 18 – total	CA3.1 CA3.2 CA3.3* CA3.3* CA3.4 CA3.5	1 Recall 2 Skill/Concept 1 Recall* 2 Skill/Concept* 1 Recall 1 Recall
IV. Presentation Software	15 %	2 1 1 2 2 1 9 – total	CA4.1 CA4.2 CA4.3 CA4.4 CA4.5 CA4.6	1 Recall 1 Recall 2 Skill/Concept 1 Skill/Concept 1 Recall 1 Recall

Notes * Contains two different Webb Levels for one standard. Please note the level as well as the standard for these on your blueprint for your submitted test.

The test should have 60 items to be a valid End-Of-Course test for Computer Applications. Feel free to add more items to put emphasis on a certain area or areas. Two forms of the test (Form A and Form B) must be created. Form A will be the original. Form B will be the retake. These tests must be parallel. A parallel test is one which has the same number of questions for each standard but has a completely different set of questions for each test.

Sample Questions – All sample questions assume to be using Microsoft Office. Your questions will vary depending on the program you are using. (Microsoft Office, OpenOffice, GoogleDocs, etc.)

Word Processing – Level 1 Recall

CA1.1 – Which of the following steps will guarantee that a document is set to single space?
   A. Home Tab- Click the Paragraph Settings box- Change the Line Spacing to Single and Spacing Before and After to 0
   B. Insert Tab- Choose the Object Icon Dropdown- Choose Spacing - Change Line Spacing and Spacing Before and After to 0
   C. Design Tab- Choose Paragraph Spacing dropdown icon – Change Line Spacing and Spacing Before and After to 0
   D. Home Tab- Choose the Line Spacing dropdown- Change it to 1.0 for single space

Word Processing – Level 2 Skill/Concept
CA1.1 – Which of the following steps will guarantee that a document is set to single space?
   A. Home Tab- Paragraph Settings box- Change Spacing (before and after) to zero and the Line Spacing to Single
   B. Home Tab- Click on Line and Paragraph Spacing dropdown icon – Change to 1.0
   C. Page Layout Tab- click on Spacing Before and Spacing After and change them to 0 pt.
   D. Perform the steps in both B and C to ensure single spacing
   E. Both A and D are correct
   F. None of the above will guarantee single spacing

Spreadsheet – Level 1 Recall
CA2.4 – Which tab do you click to begin creating a chart?

Spreadsheet – Level 2 Skill/Concept
CA2.2 – Explain when you would use an absolute reference in a formula.

Database – Level 1 Recall
CA3.5 – Which of the following is one of the four ways to view a report in Access?
A. Table View
B. Layout View
C. Full Screen View
D. Report View

Database – Level 2 Skill/Concept
CA3.5 – Tim needs to modify the width of a field box in Access so all the data entered in the field can be displayed in the Report. Which view would be best for him to use to complete this task?

Presentation – Level 1 Recall
CA4.1 – The view in PowerPoint where you can see a miniature of all slides and can easily change the order is called _____ view.
   A. Normal
   B. Slide Sorter
   C. Note
   D. Show

Presentation – Level 2 Skill/Concept
CA4.4 – Explain the difference between animation and transition in PowerPoint.